



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ALTERNATIVE SENTENCING WORKER III

Job Number: 21001281

Job Code: 62300V160816

Job Group: 6200 - HUMAN SERVICES

Job Established: 08/16/2016

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops and maintains manuals for office use and provides guidance to others on complex substance abuse and behavioral health issues. Provides education on basic crisis intervention strategies as needed to clients and/or their families. Writes or assists in writing Advocate articles for publication by DPA. Assists defense attorneys in developing intensive alternative sentencing plans, outpatient treatment sentencing plans, pretrial release plans, diversion plans and reentry plans in complex cases for individuals who are clients of the Department of Public Advocacy; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in social work, sociology, psychology, family studies, counseling or a related field.

EXPERIENCE:

Must have five years of experience working with individuals with substance use disorders and/or other behavioral health problems.

Substitute EDUCATION for EXPERIENCE:

Graduate of an accredited college or university with a master's degree in social work will substitute for one year of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops or maintains manuals for use in DPA office. Writes or assists in writing Advocate articles. Conducts training sessions for Alternative Sentencing Workers at quarterly meetings or annual conferences. Provides intensive alternative sentencing plans for complex cases. Assists with special projects as assigned. Uses critical thinking skills to address client needs. Provides education to others on complex substance abuse and behavioral health issues. Reviews and analyzes mental health records of clients. Provides education on basic crises intervention strategies as needed to clients and/or their families. Provides supervision to BSW/MSW social work interns. Provides assistance to defense in developing alternative sentencing plans, outpatient treatment sentencing plans, pretrial release plans, diversion plans, and re-entry plans for individuals who are clients of the Department of Public Advocacy. Assesses client needs, identifies local resources for rehabilitation, treatment, and recovery and makes appropriate referrals to those community resources. Provides recommendations to court and referral services for clients. Documents service contracts. Enters data in management information system and completes all other documentation practices as needed. Provides services as part of the defense representation acting as agent of the defense attorney working within the attorney/client privilege.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in both an office setting and in the field. Frequent travel is required to complete field activity.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.